



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK, MD 21702-5012

S: 1 June 2011

8 APR 2011

MCMR-AAA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification Fiscal Year 2011 (FY 11) Year-End Cut-Off for Contracting Services

1. The following guidance is provided to assist with fiscal year-end contracting services.
2. Contracting priorities for the fiscal year are as follows:
 - a. Requirements using funds that expire on 30 September 2011.
 - b. Requirements generated from urgent and compelling needs.
 - c. Services requiring a 1 October 2011 start date.
 - d. All other requirements funded or unfunded.
3. There is no statutory requirement to award FY 11 RDT&E funds by 30 September 2011. However, it is my intent that 95 percent of FY 11 RDT&E funds be obligated by the end of the fiscal year. The U.S. Army Medical Research Acquisition Activity (USAMRAA) will make every effort to assist funding managers in meeting this objective.
4. During a time when there is a high workload and our contracting team has human resource constraints, it is critical that requirements be submitted in a timely manner. Not only do late submissions carry the risk of not being awarded by 30 September 2011, they create a negative impact on the entire contracting posture and the supporting activities involved.
5. In order for the USAMRAA staff to meet contracting requirements, it is imperative that all units submit all purchase requests (PRs) with expiring funds, including all required documentation, to USAMRAA no later than **1 June 2011**. All requests for late submission must originate from the Laboratory Commander to the U.S. Army Medical Research and Materiel Command (USAMRMC) Deputy Commander and Chief of Staff. After evaluating the package, the USAMRMC Deputy Commander and Chief of Staff will forward the PR and supporting documents to USAMRAA for consideration. The USAMRAA will notify the USAMRMC Deputy Commander, Chief of Staff, and

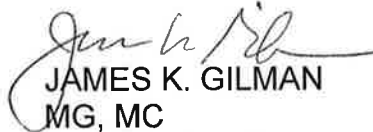
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Laboratory Commander as to the ability to perform the requirement. In the written request, the Laboratory Commander will provide a brief description of the requirement, the circumstances surrounding the late submission, the reason why it could not have been submitted prior to the cut-off date, and the reason why it must be awarded by 30 September 2011. Include a PR number wherever possible.

6. The PRs for work that do not involve expiring funds or for actions that will start after the first quarter of FY 12 will not be accepted after 1 June 2011. The PRs in this category can be submitted to USAMRAA starting 1 October 2011.

7. The USAMRAA staff stands ready to support you. They will do their best to obligate your funds by year-end, but they must have your support and assistance. If you have any questions about this schedule, please contact your Account Manager or Brian Martin at 301-619-8808 or Brian.Martin10@us.army.mil.


JAMES K. GILMAN
MG, MC
Commanding General

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